

FY 2020 CITIZEN CENTRIC REPORT

DEPARTMENT OF LAND MANAGEMENT DIPATAMENTON MINANEHAN TANO'



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MANAGEMENT

Director, Joseph M. Borja
Administrative Services Officer, Virginia Flores
Chief of Cadastre, Paul Santos

Chief Planner, Celine Cruz
Deputy Civil Registrar, Andrew Santos
Land Administrator, Margarita Borja

MISSION:

- To effectively and efficiently maintain and manage all public lands taking into consideration the social and economic factors.
- We aim to ensure effective management, regulation and control of land use and developments determined to be in the public's interest and the betterment of its social and economic welfare.

OBJECTIVES and GOALS:

- To operate with positive and dynamic philosophy of working hard, adhering to Guam's laws, and giving each customer an exceptional experience.
- Implement and complete programs established by Public Laws affecting the Department.
- To automate and secure Geographic and Land Information System with the Department.
- Ensure that the Records Division adequately provides for the public demand of Certificate of Title and Abstract Research.
- To address Certificate of Title request in a timely manner.
- Ensure security of Records and implement automation and digitization of all recorded documents.
- To enhance customer service with improved performance standards.
- Provide personnel to other agencies in support of disaster response and relief.
- Provide technological applications of systems that facilitate efficiency.
- Maintain all geodetic survey markers to ensure an accurate cadastral framework.

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LAND ADMINISTRATION DIVISION

Land Administrator: Margarita Borja

- Executed one (1) Disposition of land pursuant to Public Law
- Processed three (3) Licenses for the Navy
- Identified four hundred sixty two (462) additional lots for transfer to CLTC
- Processed five (5) unregistered lots for initiation of Land Registration

LAND RECORDS DIVISION

Deputy Civil Registrar, Andrew Santos

Certificate of Title Section

Certificate of Title request: 398

Completed Titles: 82

Pending Completion: 316

Office of the Recorder:

Recorded Documents:

- Oct. 2019– Dec. 2019 : 3,165
- Jan. 2020– Sept. 2020 : 7,339

TOTAL: 10,504

LAND PLANNING DIVISION

Chief Planner: Celine Cruz

- Zone Certification: 143
- Zoning Compliance: 60
- Legal Non-Conforming: 33
- PL Zone Change: -0-
- LZCR-Legislature: -0-
- Check Prints: Incoming-288 / Outgoing-207
- Final Prints: Incoming-137 / Outgoing-162
- Business Licenses: 3,390
- Permits: 1,185

Guam Land Use Commission

Chairperson Anita B. Enriquez

Vice Chairperson Arthur D. Chan, Jr.

Commissioner Leilani R. Flores

Commissioner Brian K. Artero

Commissioner Nonito V. Blas, Jr.

- Applications: Received - 32 / Completed - 17
- 20 Agenda Items
- 17 NOA's Issued:
 - ◇ Zone Changes: 4
 - ◇ Zone Variances: 5
 - ◇ Final Subdivisions: 1
 - ◇ Tentative Subdivisions: 1
 - ◇ Extension of Time for TS: 2
 - ◇ Horizontal Property Regime: 2

LAND SURVEY DIVISION

Chief of Cadastre: Paul Santos

Data entry of maps into the cadastral GIS: 107

- Land Registration surveys: -0-
- Process and Issue GGN clearances: 45
- Replacement and/or upgrades of destroyed/ damaged GGN Marks -0-
- GGN installed: -0-
- Scanning of approved maps: 107
- Map review: Preliminary – 263 / Final – 107
- Easement stake-outs: 12
- Re-subdivision Surveys: 2
- Retracement surveys: 1
- As-built surveys: 8
- Requests for information: 535

LIS/GIS DIVISION

Data Entry:

2019

2020

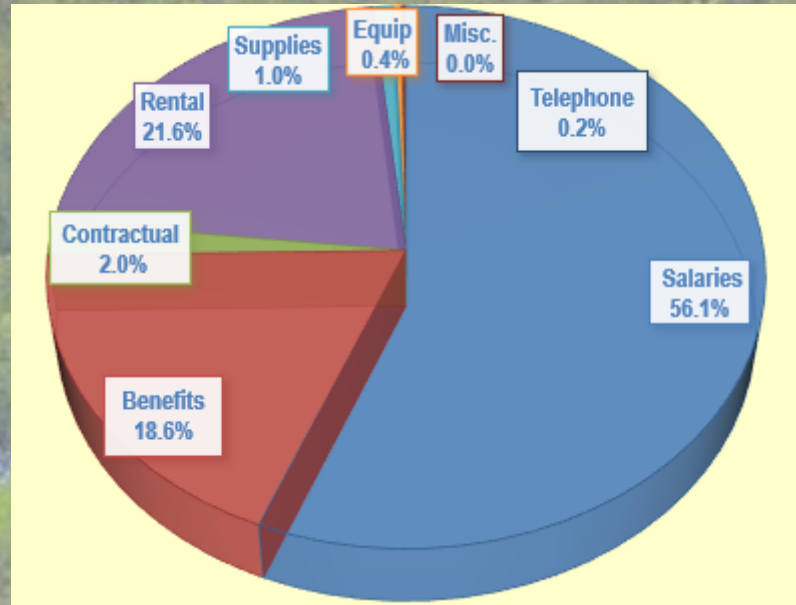
Oct. 2019	1,238
Nov. 2019	909
Dec. 2019	1,018
Total	3,165

Jan. 2020	1,094
Feb. 2020	1,061
Mar. 2020 PCOR1	497
Apr. 2020 PCOR1	249
May 2020 PCOR1	666
Jun. 2020 PCOR1	1,059
Jul. 2020 PCOR1	1,152
Aug. 2020 PCOR1	704
Sept. 2020 PCOR1	828
Total	7,310

TOTAL: 10,475

FISCAL YEAR 2020 EXPENDITURES

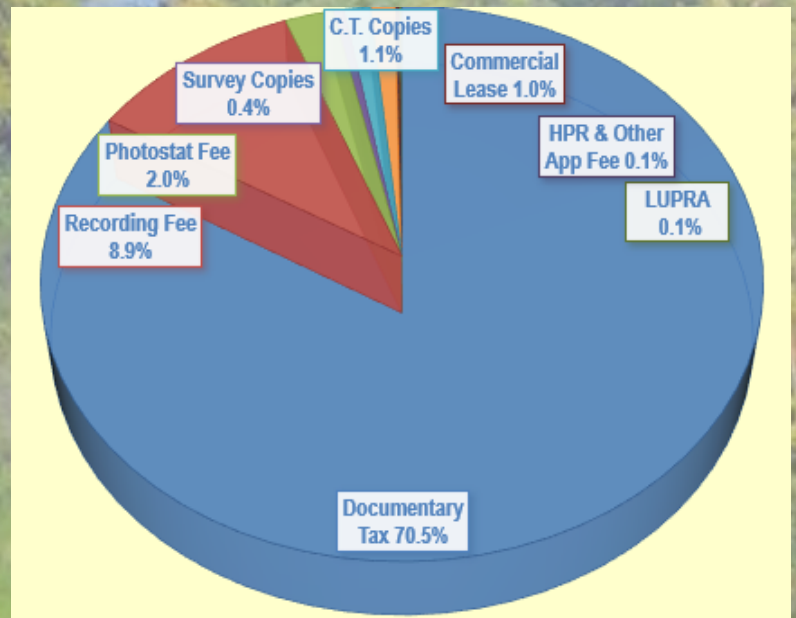
Salaries	56.1%	\$ 1,758,508.81
Benefits	18.6%	\$ 584,146.74
Contractual	2.0%	\$ 62,290.97
Rental	21.6%	\$ 678,307.51
Supplies	1.0%	\$ 32,148.32
Equipment	0.4%	\$ 11,995.00
Miscellaneous	0.0%	\$ 700.00
Telephone	0.2%	\$ 7,113.26
TOTAL		\$ 3,135,210.61



In June 2020, Department of Land Management was awarded \$309,828 from the Technical Assistance Program (TAP) grant for IT upgrades, equipment, and supplies. Funds were established in the AS400 during the last quarter of FY2020 and the following purchases were made: power supplies for port switches and desktop scanners.

FISCAL YEAR 2020 REVENUES

Documentary Tax	70.5%	\$ 2,208,846.21
Recording Fee	8.9%	\$ 278,840.04
Photostat Fee	2.0%	\$ 63,242.50
Survey Copies	0.4%	\$ 13,961.00
C.T. Copies	1.1%	\$ 34,253.50
Commercial Lease	1.0%	\$ 32,645.20
Recording Overage	0.0%	\$ 10.52
HPR & Other App. Fees	0.1%	\$ 4,132.35
LUPRA	0.1%	\$ 3,127.78
GGN Fee	0.0%	\$ 1,000.00
TOTAL		\$ 2,640,068.10



DLM Outlook is still challenged in the following areas:

- **INFORMATION TECHNOLOGY:** This DLM Division has only one employee who has been on medical leave for more than 16 months. DLM is looking to hire an additional computer systems analyst.
- **RECORDS DIVISION:** DLM is seeking to recruit 3 additional land abstractors and 1 customer service representative.
- **PLANNING DIVISION:** DLM is seeking to recruit 2 additional mid-level planners.
- **SURVEY DIVISION:** DLM is seeking to procure 1 more survey transit set and update their survey software and to replace 2 retiring engineering technicians.
- **LAND ADMINISTRATION DIVISION:** This division has a land agent supervisor retiring and DLM looks forward to replacing that position in-house in an upper-level land agent position. Additionally, 1 entry-level land agent will be recruited.
- **ADMINISTRATIVE SERVICES UNIT:** The Administrative Services Unit has to be augmented with a mid-level administrative officer to address the increase in personnel recruitment, hiring, and with increased procurement due to the Technical Assistance Grant.